

Example Travel Pre-Authorization Order

- 1) Select Reimbursement (right)
- 2) Choose Unit
- 3) Enter person to be reimbursed
- 4) Add a line item (see guide)
- 5) Submit

[Welcome](#) | [Create Order](#) | [Products](#) | [Pending Orders](#) | [Search Orders](#)
 User: Eric Sortun Global ([Change](#)) Global Admin: College of Education
 Create an Order (step 1 of 3)
 Please choose the type of order you wish to create:
 Standard Order
 Radiation Order
 Standing Order
 UWMC Order
 Reimbursement
 Continue

Pending Orders: Sort:

Delivery Bubba Gump Phone: 206.616.7812 Direct Deposit: <input checked="" type="checkbox"/> Number of Attendees: N/A Business Purpose: Option 1: Attend Gulf Shrimp Symposium in New Orleans, LA. 11/1/16-11/4/16.	General Info From: Eric Sortun Global Test Unit of Test Division (Change Unit) Date: Oct 18, 2016 Purchasing Agent: No Purchasing Agent Attachments: [Attach a file]	Approvals & Notes Order Notes: [Add a Note]
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Product Number Requester	Description	Qty.	Unit Size	Unit Price	Budget(s)	Total Price	
1 Eric Sortun Global	Travel Conference Travel: Pre-Authorization <i>Gulf Shrimp Symposium 11/1/16-11/14/16 New Orleans, LA. Airfare \$500; Reg \$99; Lodging \$500; Meals \$250; Car Service \$200; Parking \$100; Misc \$100. Total travel \$1749.</i> Object Code: 04-51 [Add Backorder Info]	1.00		\$1,749.00	88-8888 (test Budget B)	Sub-total: \$1,749.00	<input type="button" value="Edit"/> <input type="button" value="Del"/>
Add a Line Item							
Budget Totals	Object Code Totals	Budget/Object Code Totals		Grand Total: \$1,749.00			
88-8888: \$1,749.00 (100%)	04-51: \$1,749.00 (100%)	88-8888/04-51: \$1,749.00 (100%)					

Office Use
PO Number
Pre-Auth 11/1-11/4

Options

Status: Order has been submitted

[Add a new line item](#) | [Change Vendor](#)
[Change Owner](#) | [Edit Delivery Information](#)
[Throwback order](#) | [Edit Office Use Information](#)
[Complete Order](#)
[Mark Order as Placed](#)
[Attach a File to this order](#)
[Add a Note to this order](#)
[Show Order History](#)
[Print Order](#)
[Print Receiving Report](#)
[Return to Pending Orders](#)